



SHARING THE NEWS

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This newsletter is for child care providers caring for children in the Wisconsin Shares Child Care Subsidy Program, a program which helps low-income families pay for regulated child care while participating in work activities.

Attendance Reporting 101

This issue of "Sharing the News" is an overview of the attendance reporting process for Wisconsin Shares. Participation as a Wisconsin Shares child care provider requires accurate attendance reporting.

The Steps for Reporting Attendance to Wisconsin Shares Include:

1. **Authorization:** a notice of the hours of care, dates of service and payment amount for each child.
2. **Record Keeping:** sign in sign out sheets keep track of daily attendance information.
3. **Attendance Reporting Methods:** there are two ways to report attendance, online or by paper form.
4. **Attendance Reporting Modes:** attendance may be reported as weekly, daily or in-out totals.
5. **How To Report – Weekly Mode:** details on how to report attendance in the weekly mode follow.

Authorization

The attendance reporting process begins with authorization. Wisconsin Shares subsidy is paid to child care providers only after an authorization for child care has been created by a local agency. The Department of Children and Families (DCF) issues a printed child care authorization. A printed authorization looks like this:

Child's Name / Date of Birth	Auth Type	Hours Per Week	Auth Begin Date	Auth End Date	Weekly Amount	Hourly Amount	Rate Effective Date
Kira Green 06/09/2007	A	35	10/02/2011	10/08/2011		\$ 4.26	10/02/2011

Record Keeping

All licensed and certified child care providers in Wisconsin must keep a daily written attendance record (sign in/ sign out sheets) showing the exact arrival and departure times for each child. Here is an example:

Name - Child (First and Last)	Age of Child	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Parent Sign Off (signature)
		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
1. Briana Sweet	<input type="checkbox"/> Under 2 <input type="checkbox"/> 2 or older <input checked="" type="checkbox"/> School age			6:09	7:57	6:31	7:54	6:26	7:35	6:20	7:51	6:13	7:53			Jo Sweet
2. Kira Green	<input type="checkbox"/> Under 2 <input checked="" type="checkbox"/> 2 or older <input type="checkbox"/> School age			8:16	5:04	3:07	4:57	5:12	5:00	3:08	4:59	3:10	5:05			
				7:11	1:37	7:20	2:06	7:32	2:05	7:26	2:16	7:21	1:56			Amelia Khan

Attendance Reporting Methods

Attendance for children with a Wisconsin Shares authorization may be reported by paper Attendance Report Form (ARF) to your local agency or online through the child care provider information (CCPI) system (see section CCPI Access).

Attendance Reporting Modes

There are three attendance reporting modes:

1. **Weekly Mode:** this is the current design. Providers enter the total hours a child attended during a week.
2. **Daily Mode:** this is a new design. Providers enter exact hours and minutes for each child for each day.
3. **In/Out Mode:** this is a new design. Providers enter exact arrival and departure times for each child.

Our next issue of Sharing the News will feature how to report for the daily and in/out attendance modes.

How to Report – Weekly Mode

To be paid by Wisconsin Shares, providers reporting in the *weekly mode* must round attendance as follows:

- Using Kira Green's sign in sign out sheet above, first calculate how long each child attends for each day in hours:minutes. Then round each day to the nearest half hour. We see Kira attended:
 - Monday 6hours:26minutes. This rounds to 6:30.
 - Tuesday 6hours:46minutes. This rounds to 7:00.
 - Wednesday 6hours:33minutes. This rounds to 6:30.
 - Thursday 6 hours: 50minutes. This rounds to 7:00.
 - Friday 6hours:35minutes. This rounds to 6:30.
- Next, total all of the rounded daily times into a weekly total
 - $6:30 + 7:00 + 6:30 + 7:00 + 6:30 = 33:30$
- When the rounded weekly total is not a full hour, like Kira's hours here, round up to the next full hour.
 - 33 hours and 30 minutes rounds up to 34 hours
- Fill in the ARF with the daily rounded times and the rounded weekly total:

Provider Name: ABC Day Care										Phone Number: (555) 123-4567									
Child's Name							Auth Hours Per Week	Worker	Primary Person's Name							Case Number	Special Use		
10/02/2011 to 10/08/2011 Daily Hours of Attendance							Week 1 Total	XMI035	10/09/2011 to 10/15/2011 Daily Hours of Attendance							Week 2 Total			
Su	Mo	Tu	We	Th	Fr	Sa			Su	Mo	Tu	We	Th	Fr	Sa				
SWEET, BRIANA							22		SWEET, JO							5102748092			
Regular																			
School Closed																			
GREEN, KIRA							35	XMI035	GREEN, CHRISTINA							5102748092			
Regular		6:30	7:00	6:30	7:00	6:30		34											
School Closed																			

*Daily hours of attendance on the ARF may also be reported as '6.5' instead of '6:30'

Report Accurately

To avoid audit problems and overpayments, always report attendance accurately. You should always double check your Wisconsin Shares attendance report against your daily written attendance records (sign in/sign out sheets) before submitting for payment. Paper ARFs are submitted to your local agency.

Reporting Limits

Providers should report attendance within three months of the date of child attendance. Local agencies may refuse to process beyond three months.

Attendance Monitoring

The Department and local agencies continue to monitor providers for accurate attendance reporting. All providers may be subject to an attendance audit. Attendance records for Shares children must be available for three years after the last date of attendance.

CCPI Access

All providers may request access to CCPI to report online and/or view authorization and payment information.

To request access, follow the 'New User' instructions available on the DCF website:

<http://dcf.wisconsin.gov/childcare/ccpi/pdf/newuser.pdf>. Local agencies determine the type of access a provider may have and may require training before access is granted.